



JOB ANNOUNCEMENT NISQUALLY INDIAN TRIBE

JOB TITLE: Pharmacist

REPORT TO: Health Director

LOCATION: Nisqually Reservation

DEPARTMENT: Health

SALARY: DOE/DOQ

OPEN DATE: Immediately

CLOSE DATE: Open until filled

GENERAL FUNCTION: Provides pharmacy services to patients and medical practitioners. Fills prescriptions, dispenses medications, counsel's patients and medical practitioners regarding nature and use of drugs, and trains and/or supervises pharmacy staff. Prepares and maintains all necessary records on prescriptions, patient charges, and inventory.

DUTIES AND RESPONSIBILITIES:

- Prepares and/or oversees the preparation and dispensing of prescription medications to patients or medical practitioners; makes decisions regarding generic substitutions of prescribed pharmaceuticals.
- Counsel patients and/or medical practitioners on drug indications/contraindications, dosage, drug interactions, and side affects; provides other drug and pharmaceutical information as appropriate.
- Prepares estimates; requisitions, receives and stores drugs, pharmaceuticals, instruments, dressings, apparatus and medical supplies for pharmacy.
- Provides guidance and training to pharmacy staff during course of work and monitors performance.
- Maintains a perpetual inventory of all drugs and pharmacy supplies; keeps records of all narcotics and alcohol received, on hand, dispensed and on order; prepares periodic reports for providers and supervisors as necessary.
- Establishes and maintains methods and manner of storage and record keeping systems to provide for safe keeping of pharmaceuticals.
- Takes patient histories as required; makes initial clinical assessments and refers patients to appropriate clinicians.
- Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
- Ensure that billing for pharmaceutical services is accurate and completed in a timely manner.
- Performs miscellaneous job related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and practices involving compounding and dispensing of prescriptions; calculations of doses; preparation and use of percentage and stock solutions.
- Knowledge of classification of drugs according to their action, use, and dosage; use of weights, measures, and other dispensing devices; of stock control and record keeping.
- Knowledge of the processes involved in manufacture of pharmaceutical preparations; and basic sciences underlying pharmacy, such as chemistry, biology and physics.
- Ability to apply safety and efficiency in prescribing, dispensing, administering and use of drugs and related articles for the prevention of illness and the maintenance and management of health.

- Ability to fill prescriptions and prepare official drugs and standard medications.
- Ability to recognize physical, chemical, and therapeutic incompatibilities.
- Ability to analyze and understand physicians, dentists or other recognized medical personnel's oral or written orders involving standard symbols and terminology.
- Ability to apply pharmaceutical laboratory techniques.
- Knowledge of clinical operations and procedures; related accreditation and certification requirements.
- Knowledge of policies and regulations pertaining to the disbursement of pharmaceutical drugs.
- Ability to maintain accurate records and prepare reports and correspondence related to the work.
- Familiar with the use of pharmacy formulary authorized for payment by private insurance carriers, the State, Federal and Tribal payers.
- Ability to design and implement systems necessary to collect, maintain and analyze data; including the use of personal computers and related software applications.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Pharmacy.
- Two (2) years of pharmaceutical experience as a licensed pharmacist. Experience must be directly related to the duties and responsibilities specified.
- Valid license to practice Pharmacy in the State of WA or: eligible to obtain a license prior to employment.
- Permanent appointment will be contingent upon obtaining a valid license to practice Pharmacy in the State of WA within 90 days of appointment.

PREFERRED:

- Experience working with the DHHS/Indian Health Services; such current federal regulations, I.H.S. procedures or reporting requirements including use of current software.

HOW TO APPLY: Please submit an application and resume to: Nisqually Indian Tribe Personnel Department, 4820 She-Nah-Num Dr. S.E., Olympia, WA 98513. Contact the Personnel Department for more information at (360) 407-0971.